

## ASSISTANT AUDITOR-CONTROLLER (UC)

### COMPENSATION

**ANNUAL SALARY:** \$141,052 - \$213,493 (MAPP RANGE R16). This unclassified position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary.

**BENEFITS:** The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate will be eligible for participation in a contributory defined benefit plan. If the candidate is a "new member" of the County's defined benefit plan (LACERA) after January 1, 2013, that person's pension will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA after January 1, 2013, that is, someone first employed by the County on or after December 1, 2012, unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request. Those members of LACERA who joined prior to January 1, 2013 will continue in their appropriate plan.
- **Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary.
- **Flexible Spending Accounts** – Employees may contribute up to \$200 per month tax-free to a Health Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays** – Eleven paid days per year.

### SPECIAL INFORMATION

**SOCIAL SECURITY ACT OF 2004:** Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%.

All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll-free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

### VOLUNTARY STATE AND FEDERAL INFORMATION:

Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

This announcement may be downloaded from the County of Los Angeles website at:

<http://hr.lacounty.gov>

Recruitment Services  
Provided by:



**THE COUNTY OF LOS ANGELES IS AN ACTIVE  
EQUAL OPPORTUNITY EMPLOYER**

THE COUNTY OF LOS ANGELES INVITES RESUMES FOR

## ASSISTANT AUDITOR-CONTROLLER (UC)



**Annual Salary:  
\$141,052-\$213,493  
(MAPP Range-R16)**

**Filing Period:  
August 24, 2015—Until position filled**

## ASSISTANT AUDITOR-CONTROLLER (UC)

### THE COUNTY

The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve up to three four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex County government in the United States. There are 34 appointed department heads that report directly to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of 37 major administrative units or departments that currently serve the needs of the County's residents.

The County's annual budget for fiscal year 2015-16 is \$26.9 billion, with funding for approximately 100,000 positions to serve its diverse population.

### THE DEPARTMENT

The Auditor-Controller provides the County of Los Angeles with financial leadership and expert advice on a wide range of fiscal matters, and advocates financial integrity and accountability in all County business practices.

The Auditor-Controller is responsible for establishing County fiscal and internal control policies and procedures; operating eCAPS and eHR, the County's integrated accounting, disbursing, procurement, purchasing, time collection, and payroll systems; conducting audits and fraud investigations of departments, employees, and contractors; responding to requests by the Board of Supervisors for special reviews, investigations and analyses; providing fiscal, payroll, and procurement services for 18 client departments in a shared services environment; monitoring social service contracts; performing mandated property tax functions, including extending property tax rolls, accounting for funds allocated to community redevelopment agencies, and apportioning property taxes to taxing entities, including Successor Agencies and issuing property tax refunds due to property value reductions; disbursing warrants to vendors, judgment recipients, and claimants; and providing system development and support to a variety of Countywide financial systems. In addition, the Auditor-Controller provides the State and other agencies with mandated reports, including the Comprehensive Annual Financial Report. The current departmental budget is \$90 million and includes funding for over 600 positions.



### THE POSITION

The Assistant Auditor-Controller reports to the Chief Deputy and assists in the administration of the Department of Auditor-Controller in accounting for, auditing and controlling the receipts, disbursements, funds and financial transactions of all departments and other agencies under the jurisdiction of the Board of Supervisors. This position is responsible for directing the work of one or more of the Department's major operations.

#### Examples of duties:

- Assists the Chief Deputy and the Auditor-Controller in the administration of the Department.
- Plans, organizes, directs, monitors, and evaluates the work of multiple divisions of the Department.
- Interacts with, and provides assistance to, Board Offices, including Board members, Deputies, and their support staff on inquiries and special Board requests.
- Represents the Auditor-Controller in assuming leadership roles, such as serving as chair, or as a member of, various committees, task forces and advisory boards.
- Monitors, interprets, and directs the implementation of new legislation which impacts Departmental policies, procedures, and staff resources.
- Maintains awareness of regulatory reporting requirements and provides oversight for the adequacy of staff resources, work plans and information technology to ensure compliance.
- Maintains awareness of best practices, and significant developments, in accounting, financial reporting, and internal auditing and updates County policies and procedures accordingly.

## ASSISTANT AUDITOR-CONTROLLER (UC)

- Manages the development and execution of strategic, business, and operational plans for the Department by establishing relevant priorities and key responsibilities.
- Directs the development in organization, program design and implementation, staffing, work processing, and information systems to increase effectiveness and efficiency of the Departmental operations.

### QUALIFYING EXPERIENCE

A Bachelor's degree or higher from an accredited college or university in accounting, business administration, information systems, management, public administration or a related field and one year of experience at the level of Division Chief, Auditor-Controller, managing the operations of a major division or a complex business. Such management includes directing accounting, financial reporting, auditing, fraud investigation, property tax, or related technical functions.

#### Desirable qualifications include:

- Three years of experience directing the fiscal operations (accounting) for a government jurisdiction with a minimum budget of \$500 million.
- Three years of experience directing the internal audit function (which may include fraud investigations, and/or contract monitoring operations) for a government jurisdiction with a minimum budget of \$500 million.
- Demonstrated leadership experience increasing the effectiveness and efficiency of fiscal or internal audit operations.
- Advanced knowledge of State and local laws relative to the functions, duties and responsibilities of the County Auditor and ex-officio County Controller.
- Possession of a valid Certified Public Accountant license issued by the State of California, a valid Certified Internal Auditor certificate issued by the Institute of Internal Auditors, or a valid Certified Information Systems Auditor certificate issued by the Information Systems and Audit and Control Association; and
- Demonstrated experience working effectively with public officials, government agencies, outside agencies, and the public.

#### VISION STATEMENT

*Inspire and elevate public trust in County government by safeguarding the County's financial integrity, advocating and implementing best practices, and ensuring compliance with mandates and fiduciary responsibilities.*

**LICENSE:** A valid California Class "C" driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

#### Selection Process

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position. Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. Submissions should include:

- Candidate's ability to meet the requirements as stated in the Qualifying Experience section of this announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.

Please email your cover letter, statement of interest, comprehensive resume, degree verification, and current salary information with the position title of "Assistant AC" in the subject line to:

**ExecutiveRecruitment@hr.lacounty.gov**

*First consideration will be given to candidates who apply on or before September 1, 2015.*

Confidential inquiries also welcomed to:

**LaTanya L. Hill**  
**Department of Human Resources**  
**Talent Solutions Division**  
**Phone: (213) 974-2461**  
**e-mail: lhill@hr.lacounty.gov**

